



# COMMONWEALTH *of* VIRGINIA

## DEPARTMENT OF EDUCATION

P. O. BOX 2120  
Richmond, Virginia 23218-2120

May 26, 2006

TO: Career and Technical Education Administrators

FROM: Elizabeth M. Russell, Director  
Office of Career and Technical Education Services

SUBJECT: Workshop for New Administrators of Career and Technical Education

New Career and Technical Education (CTE) administrators are invited to participate in the New Administrators Workshop, July 25-26, 2006 at the Sheraton Park South Hotel in Richmond. The workshop will begin at 8:30 a.m. on Tuesday, July 25, and conclude on Wednesday afternoon, July 26. The new administrators' training is open to all administrators of career and technical education who have been appointed during the past two years or administrators who have attended a previous workshop and would like a "refresher."

The topics covered in this workshop are designed to provide new administrators with the knowledge and resources required to understand the Carl D. Perkins Act of 1998; local planning and budget as related to the Perkins Act; state initiatives for improved programs; state and federal data requirements; and performance standards and local program improvement.

A block of sleeping rooms has been reserved at the Sheraton Park South in Richmond. Please contact the hotel directly at 804-323-1144 and identify yourself as a new CTE administrator to make your reservation. Since the workshop will begin at 8:30 a.m. on July 25, you may want to stay the nights of July 24 and 25. Overnight accommodations will be reimbursed by the Virginia Department of Education. A continental breakfast and a working lunch will be provided each day. Individuals will be responsible for all other expenses.

A draft agenda is attached. A confirmation form will be mailed to participants. Please return the enclosed registration form to the Conference Registrar at Virginia Tech Continuing Education, by **July 15, 2006**. If you have questions, please contact Elizabeth Russell ([Elizabeth.Russell@doe.virginia.gov](mailto:Elizabeth.Russell@doe.virginia.gov)) at 804/225-2847 or James A. Gray, Jr. ([Jim.Gray@doe.virginia.gov](mailto:Jim.Gray@doe.virginia.gov)) at 804/225-2833. We look forward to seeing you in Richmond in July.

/jts

Copy: Division Superintendents  
CTE State Staff

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**WORKSHOP FOR NEW ADMINISTRATORS OF  
CAREER AND TECHNICAL EDUCATION**

**Sheraton Park South  
9901 Midlothian Turnpike  
Richmond, Virginia 23235  
Phone: 804-323-1144**

**July 25-26, 2006**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

\_\_\_\_\_ Yes, I will attend the workshop on July 25-26.

**Please FAX or mail by July 15 to:**

**Conference Registrar**  
Virginia Tech Continuing Education  
702 University City Boulevard  
Mail Code 0364  
Blacksburg, VA 24061

FAX: 540-231-9886

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